

**AMENDMENT**  
**Request for Proposal**

Amendment Date: December 12, 2012

Amendment Number: 1

Bid Event ID: EVT0001874

Document Number: RFX0000329

Closing Date: December 20, 2012, 2:00 PM

Procurement Officer: Tami Sherley  
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Item: Services, Project Management

Agency: Kansas Department of Health and Environment

Period of Contract: Date of Award through June 30, 2015  
(with the option to renew the contract through June 30, 2017)

**Conditions:**

**See the attached answers to questions submitted to the Division of Purchases concerning the above mentioned RFP.**

A signed copy of this Amendment must be submitted with your bid. If your bid response has been returned, submit this Amendment by the closing date indicated above.

I (We) have read and understand this amendment and agree it is a part of my (our) bid response.

NAME OF COMPANY OR FIRM: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

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Amendment Number 1 EVT0001874 was recently posted to the Procurement and Contracts' Internet website. **The bid document can be downloaded by going to the following website:**

<http://www.da.ks.gov/purch/RFQ/>

**It is the vendor's responsibility to monitor the Procurement and Contracts' website on a regular basis for any changes/addenda.**

1. Section 4.1 (pg 20): What is the anticipated date or month of award?

**January, 2013**

2. Section 4.3.1.1 (pg 20): Are refreshments to be included in the Contractor's costs of handling the meeting venues for the 3 hour meetings?

**Yes, light refreshments for approximately 15-20 persons would be the responsibility of the contractor. Drinks beyond ice water would not be required.**

3. Section 4.3.1.1 (pg 20): Is a lunch to be included in the Contractor's costs of handling the Children Health Advisory Council annual six hour meeting?

**Yes, a typical simple lunch of a sandwich, chips and a cookie for 20-30 people would be the responsibility of the contractor.**

4. Section 4.3.1.1 (pg 20): Are there other costs the Contractor needs to include for things such as:  
a) Committee member travel reimbursement; b) Go-To-Meeting expenses; c) room expenses?

**No, there are no other costs. The items given as examples are not provided nor planned for.**

5. Section 4.3.1.6 (pg 20): Please clarify expectations regarding the facilitation needed. Does this facilitation only occur during meetings, or in between meetings as well?

**Facilitation occurs both during and between the meetings.**

6. Section 4.3.1.7 (pg 20): Please clarify the amount/hours of project management assistance anticipated between meetings to help the Chairs and KDHE staff members.

**The number of hours is anticipated to be 10 hours per month.**

7. Section 5 (pg 22): The cost sheet has a column for "Total 1<sup>st</sup> Year costs: Date of Award – 6/30/15." Please clarify the time period to be included, as this appears to be closer to a two year time period, if the start date is July 1, 2013.

**The total first year costs should include January 2013 through June 30, 2014 (18 months) The start of this contract is anticipated to be January 2013 – the end date of the contract is June 30, 2015, plus the option to renew for two (2) additional years (through 2017).**

8. I understand that the cost proposal is to include hours, phone, postage, supplies, and other miscellaneous items related to project management; however, I want to make sure that we are not to include actual cost related to the meeting location expenses. I am assuming the event cost will be billed to the Kansas Department of Health and Environment directly.

**When possible, all meetings will be held in non-cost locations. If a cost is charged, the contractor will be responsible for making arrangements for the meeting location and having the bill sent to KDHE. KDHE will be responsible for the cost.**

9. Is it acceptable to provide appropriate state tax certifications if awarded the contract and not with the proposal?

**No, tax clearance certificates must be submitted with the proposal.**

10. Is it mandatory to submit the Tax clearance certificate with the proposal or we can do it on, if awarded the contract?

**Yes.**